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NOTE: Summons Service Executed must be on the case prior to entering an answer.

Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click **Answer** event, select **Involuntary Answer**, Click **Next**.
Enter **Case Number**, click **Next**.

Select the **Party**. If not listed, click **Add/Create New Party**
Click **Next**.

Note: If it is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Once you file this document, you will automatically be associated with the debtor in this case.

Click **Next**.

Select the appropriate event (s) to which your answer relates to:
Place a check mark in the box next to the document, click **Next**.

Associate the pdf file of the Answer, click **Next**.

Edit the docket text if necessary.

Click **Next**.

Review final docket text.

Click **Next**.

Source URL (modified on 03/17/2015 - 2:56pm):

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